



Martin County West Preschool Handbook

Admission

- Parent or guardian must complete a Preschool Application, including signature and date. Immunization records or conscientious exemption form must be provided within 10 days of the start of the school year.
- Parents or guardians must complete the registration process by enrolling your child in the Infinite Campus system. Completion information is available on the school website (martin.k12.mn.us).
 - *School District > Parent Links > Infinite Campus > click on the Infinite Campus link.*
- Child must be fully capable of attending to bathroom needs independently. This includes managing clothing (discourage bib-overalls, buckles and tights), personal hygiene, flushing toilets and hand washing. Preschool staff are NOT able to assist if there is an accident. We encourage you to send a change of clothes for your student (appropriate for the weather) and you may be called to come and assist your child.

Tuition

- Students in our 3 year old class attending 2 days per week will be charged \$90.00 per month. Cost is \$120.00 per month for students attending 3 days per week in our 4 year old class. Tuition is payable by the 5th of each month. Automatic monthly payments can now be set up through SchoolPay for your convenience. Contact the CER office for the link to automatic payments.
- A late fee of \$10.00 per month will be assessed for any late payments. Refunds will not be made due to absences for illness or vacation. A service fee of \$10.00 will be charged for all refunds. Please contact the CER office for payment arrangements for special circumstances.

Structure of Classes/Class Requirements:

- Children must be 3/4 years of age by September 1 to attend.
- 3 year old preschool is 2 days each week for 2 hours each day.
- 4 year old preschool is 3 days each week for 2.5 hours each day.
- Class time is comprised of activities that:
 - Promote a healthy and positive relationship between the teacher, fellow students and your child as an individual.
 - Enhance social, emotional, intellectual, physical and language skills for your child's development.
 - Help your child learn cooperation skills while interacting with the teacher and other students.

Arrival and Pickup

- All classes begin and end at the scheduled times. It is important that you drop off and pick up your child on time. Children worry and the teaching staff need time to clean up and prepare for the next class.
- Please wait to send your child inside until you see the teacher waiting by the door.
- Please collect your child promptly when brought to the door by the teacher.

Attendance

- Please email the teacher or the CER Director at nickolebowie@mcwmavericks.org or call 507-764-2336 and leave a message to let us know if your child will not be attending class on any given day.
- If someone other than the parent/guardian will be picking up the child, staff must be notified by written note or phone call. If possible, a picture of the adult picking up the child is helpful to ensure child safety.

Visitors

- Parents are welcome! If you have something to share with our class such as a talent, hobby or unusual pet, please talk with the teacher to make arrangements.
- If the teacher is not available to talk with you, make yourself comfortable and they will be with you as they are able. You are welcome to email your teacher to arrange a meeting outside of class time as well.

Newsletter

- A newsletter will be sent home monthly to inform you of events and activities at school.

Behavior Expectations

- The Martin County West Early Childhood Program will use teaching strategies and positive behavior management strategies to help children learn appropriate behaviors for interacting with other children, for being in a school environment, and for being a member of a group of learners.
- All staff members are dedicated to establishing a safe and comfortable learning environment for young children.
- Rules for personal safety and effective group management will be consistent and fair.
- These rules are explained to the children and reminders of these rules and their rationale will be given accordingly.
- When problems arise, children will be assisted in problem solving skills. Attention may be redirected toward a constructive activity.
- If your child needs additional support to learn appropriate behavior, our staff will seek and encourage your input to develop and implement a guidance plan to ensure a safe and secure classroom for all children and staff.
- Failure to cooperate with the recommendations may result in your child being dismissed from the program.

Demission

- We maintain the right to dismiss any child if we feel we cannot adequately meet the emotional, developmental or educational needs.

Withdrawal

- If a family needs to withdraw from preschool, 1 month notice is required.

Birthdays

- If you would like to bring a treat on your child's birthday, please contact your teacher ahead of time so plans can be made accordingly.
- The State Department of Health specifies commercially prepared and packaged foods only.
- Inedible treats such as stickers or age appropriate small favors are also an acceptable option.

Clothing

- Children and families should dress for creative, messy and active play.
- Clean socks and closed toe shoes will be needed to allow for safe play. No sandals, flip flops or crocs.
- Clothing that is loose fitting and comfortable, which the child can manage in the bathroom, is essential to learning independence.
- Please label backpacks, jackets, hats, boots, etc.
- In case of spills and accidents, please have a complete change of clothes available in a plastic bag. Be sure to provide clothing appropriate for the weather as seasons change.
- Classes may go outside if the temperature/windchill is above 15 F, please be sure your child has appropriate clothing available for the weather.

Conferences

- You will have the opportunity to sign up for a preliminary conference before school starts to become familiar with your child's teacher and visit the classroom.
- Conferences are held for children going into kindergarten and those with concerns about going into kindergarten.

Emergency Contacts

- Please keep your child's emergency contact information up to date throughout the year. If there are changes to your child's information please contact the CER office at 507-764-2336.

End of Year Celebration

- Your classroom teacher will be giving you information about the End of Year Celebration!
- These events are age appropriate and are an opportunity to celebrate the progress your child has made during the school year.

Health Services

- In order to ensure the health of others, children should not be brought to preschool if they are ill. We follow the school district health guidelines. A child should not come to school if he/she has any of the following symptoms in the past 24 hours and should stay home until they are symptom free for 24 hours:
 - A fever of 100 degrees or more - no fever for 24 hours without the use of fever reducing medications
 - Vomiting or diarrhea
 - A significant cold with green or yellow drainage, coughing or mucus in the eyes
 - An undiagnosed rash
 - A strep throat culture with results pending from your doctors office

Immunization records

- All children participating in school district early learning programs are required by the State of Minnesota to provide proof of immunizations or a Record of Legal Exemption.
 - Record of Exemption is available on our website.
- Our staff will access the Minnesota Immunization website to collect your vaccination information. If your child received immunizations outside of Minnesota, please provide immunization records prior to the first day of school.

Mandated Reporting

- It is the policy of the State of Minnesota and Martin County West Schools to require the reporting of suspicion or known incidence of neglect, physical or sexual abuse of children, either in the home, school or community.
- Any employee of Martin County West Schools who knows or has reason to believe a child is being neglected, physically or sexually abused within the last three years shall immediately report the information to the local county social services agency or local law enforcement.

Parking Lot

- Please teach your children to hold your hand in the parking lot or horseshoe drive!
- It is illegal to leave children unattended in a vehicle, even for a couple of minutes.
- State law requires that drivers must stop and yield to pedestrians in crosswalks.
- Distracted driving, including cell phone use, is prohibited while driving. We ask that you be diligent and attentive to your driving, especially while in the parking lots and driving through the horseshoe driveway.

Pets

- We may from time to time have pets or other animals visit our classroom. If your child has allergies or unusual fear, please inform the teacher.

Program Calendar

- Preschool follows the district calendar with a little deviation at the end of the school year. Preschool will be closed for the same breaks, holidays, and licensed staff workshop days.

Safety, Security and Emergency Procedures

- Fire, severe weather and safety drills are conducted in school buildings to ensure the safety of everyone.
- The Early Childhood staff will teach children how to respond during these drills.

School Closures

- We will follow the school closing plans for the Martin County West School District.
- Emergency school closings are announced on the Martin County West School District website (martin.k12.mn.us), radio station 106.5 KFMC and KEYC News 12.
- If school starts 2 hours late, morning classes are canceled and if there is an early release afternoon classes will be canceled.
- Make-up classes may be added back following the district's make-up day schedule. Make up days will only be made up if those days are scheduled during our preschool year.
- Early Childhood programming will utilize the Infinite Campus messaging system for additional closure information.

Snacks

- Snack time is important for children to experience taste, smell, color and texture while practicing self-help skills and socializing with other children.
- Parents should send a personal snack for their child every day. Appropriate snack ideas include: yogurt, muffins, granola bars, fruit and cheese. We discourage candy.
- Milk will be provided. Please do not send juice or gatorade type beverages.
- If your child has an allergy or intolerance to the provided milk, please send your child with a filled water bottle for snack time.

Staff Guidance

- Our experienced and skilled staff uses positive guidance techniques, including re-direction and positive reinforcement to build children's self-esteem, empathy and competence.

Staff Qualifications

- All of our teachers are licensed by the Minnesota Department of Education.
- Continuing education and staff development are provided throughout the year for all staff.
- Martin County West School District requires a criminal history background check on all individuals who are offered employment.

Tobacco and Nicotine Products (Vaping)

- This is a tobacco/vaping free building and grounds. This includes the building, parking lot, playgrounds and all other Martin County West properties and events.

Transportation

- Bus transportation will be available to all preschool children
- Preschool students will be picked up and dropped off at a consistent location. Please contact the CER office to discuss special bussing circumstances.
- Parent or guardian is expected to meet the child at the bus stop
- Parents or guardians are asked to instruct their child on appropriate bus riding behaviors.
 - Food and/or trash does not belong on the bus.
 - Sitting at all times is required, there is no standing/walking on the bus allowed while the bus is in motion.
 - Preschool students are asked to sit at the front of the bus.